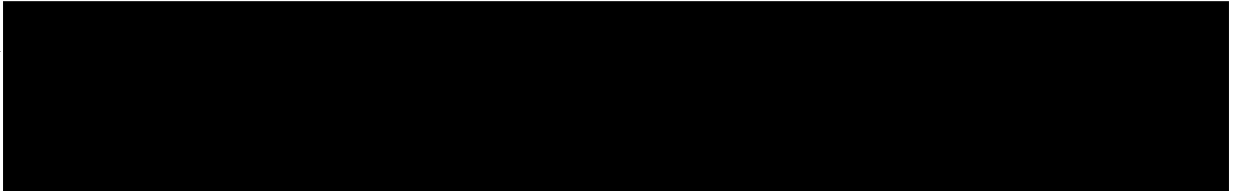


MINUTES

25X1A

DD/S STAFF MEETING

1 February 1972



25X1A

2. OS Computer Systems [REDACTED] Chief, SR&CD/OS described some of the highlights of putting SR&CD computer systems into operation. He described five systems: SANCA, SPECLE, SEADORS, CAPER, and the 1050 Telecommunications Link.

3. Planning TDY Trips for Office Heads. Mr. Wattles asked that the DD/S be notified as far in advance as possible--hopefully at least 30 days--of TDY trips by Office Heads or their Deputies. This lead time is desirable for the routine notification to the Executive Director or the Director of the travel. Mr. Wattles said that emergency exceptions to the 30-day guideline would, of course, be honored. He asked that six month forecasts for foreign travel not be relied on entirely as a mechanism for notifying the DD/S of intent to travel. A separate communication stating purpose and itinerary would be appreciated.

25X1A

4. Around the Table

Office of Personnel. Mr. Fisher asked that employees be reminded to take advantage of the Agency's good insurance programs. Again and again he sees cases of employees who are not enrolled in life plans and should be. Mr. Wattles confirmed and emphasized the need to persuade employees to take advantage of our good programs.

25X1A

Office of Communications. [REDACTED] noted that a number of Commo Staff and Division Chiefs are TDY in the field. Another busy season for OC is beginning.

Office of Training. Mr. Cunningham noted that this running of the Mid-career Course is off to an excellent start.

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